

(See Legal Division File)
Chmn of

OGC HAS REVIEWED.

9 February 1948

MEMORANDUM FOR EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT

SUBJECT: Administrative Instruction for Meritorious Suggestion Awards.

1. The Executive for A and M is about to issue an administrative instruction in the 20 series in connection with a program of awards for meritorious suggestions by members of O.G.C.

2. In connection with this program certain administrative responsibilities will fall on the Agency and more particularly upon the Executive for A and M, in accordance with Public Law 600 of the 79th Congress and Executive Order 9817 which promulgates regulations concerning those awards. These responsibilities are over and above the problems attendant upon the internal administration of this program and are set forth herewith for your guidance.

3. The matters referred to above are as follows:

(a) The amount of any one award for meritorious suggestion shall not exceed \$1,000 and the total of cash awards paid during any fiscal year by the Agency shall not exceed \$25,000. (Public Law 600, Section 14)

(b) Payments may be made from the appropriation for the activity primarily benefiting, or may be distributed among appropriations for activities benefiting, as the Director determines. (Public Law 600, Section 14)

(c) Whenever the Director believes that the suggestion he has adopted would benefit the Government service generally, he may report it to the Director of the Bureau of the Budget for dissemination to all departments. (Executive Order 9817, Section 3)

(d) At the end of each fiscal year the Agency shall report to the Director of the Bureau of the Budget the number of employee suggestions submitted, the number of such suggestions adopted, the total amount of cash awards, and the total amount of estimated annual savings. (Executive Order 9817, Section 4)

(e) In addition to the cash award set forth in the administrative instruction, the Agency may provide for the purchase and award of appropriate certificates, medals or other emblems in honorary recognition of service which

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the Director determines to be exceptional or meritorious. The expenditure for honorary recognition may be made from appropriations as indicated in 3(b) above. (Executive Order 9817, Sections 5 and 8)

4. If a cash award for a meritorious suggestion is being made, it is suggested that the recipient acknowledge its receipt in writing, which receipt should include a phrase to the effect that --

"Acceptance of this cash award constitutes an agreement between its recipient, (Name of recipient) and the Central Intelligence Agency that the use of the meritorious suggestion by the United States for which this award has been made, shall not form the basis of a further claim of any nature upon the United States by me, my heirs or assigns."

At such time as it is determined that a meritorious award is to be made, the office of the General Counsel will assist in the preparation of the necessary releases.

Walter L. Pforzheimer
Assistant General Counsel

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